First 72 Hours: VirginiaPA.org Mobile App Installation, How to Create & Submit Your Initial Damage Assessment (IDA)
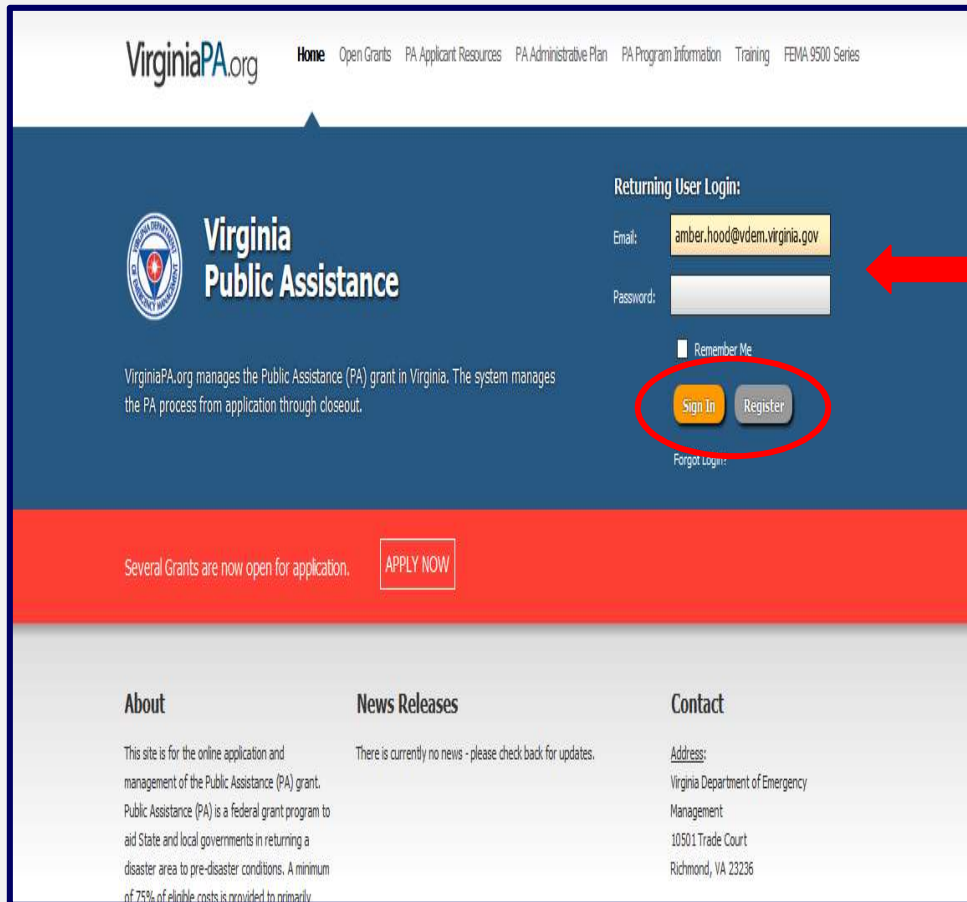
Just-in-time Hurricane Dorian Training*

September 2019

Step 1: Log in or register for an account

Start by going to https://virginiapa.org

- If you already have an account, enter your email address and password here to log in and ensure your account is active.
    - To reset password, select "**Forgot Login?**". You will be directed to another screen where you will input your email address and await emailed instructions.

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Step 1: Log in or register for an account

- If you do not already have an account, select the "**Register**" option.

  - Fill out all boxes highlighted in red in order to successfully submit the request for an account.

  - **Submit** registration request.

  - Once complete, VDEM PA staff will be notified and advance your request/finalize account set up.
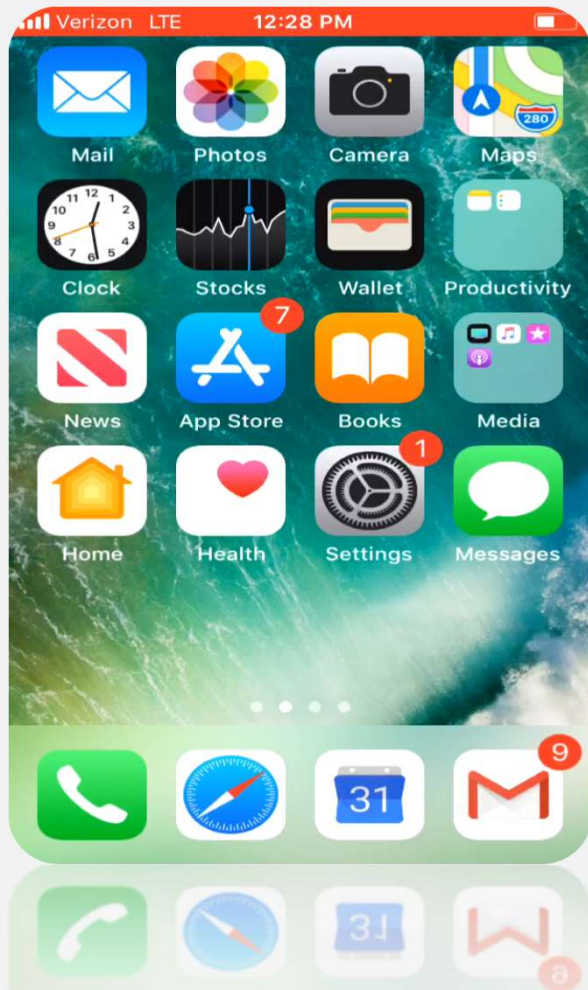
Step 2: Download MB3 mobile app

1. From your mobile device, locate your iPhone or Android app store.

2. In the search bar, type "**MB3 PDA**" and download.

3. Once download is complete, select "**Open**".

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Step 3: Logging in!

1. Once you have successfully downloaded and opened the app, you will see the screen to the right.

2. "**Select an Option**" and choose your state from the drop down list, then select "**Choose**".

3. The next screen will have a menu located at the top left corner of the screen. Tap the three bars, then select "**Login**". As long as your VirginiaPA credentials are active, login should be successful.

4. After successfully logging in, you will be directed back to the list of all open events for your chosen state. For training purposes, we are using "**Training Hurricane Cora**".

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5
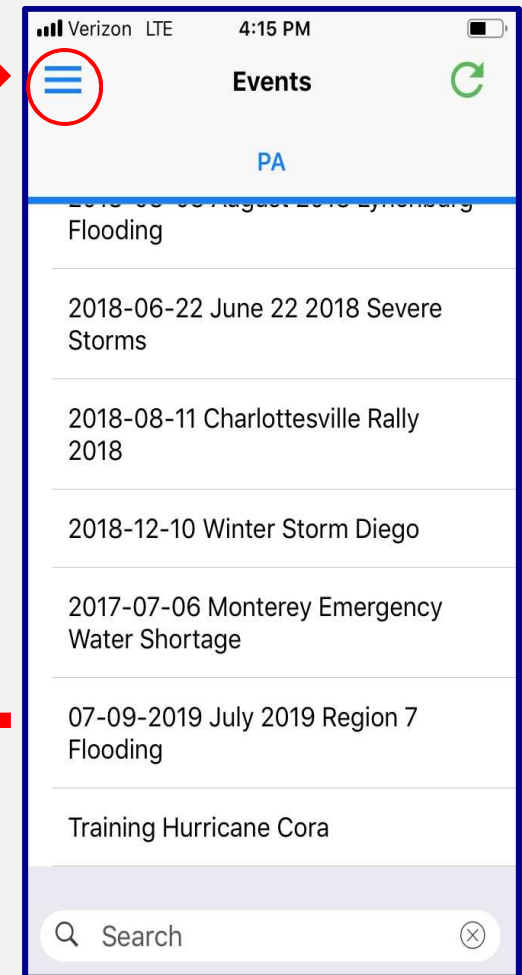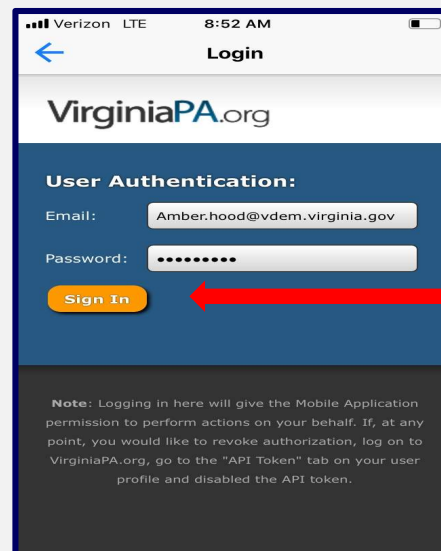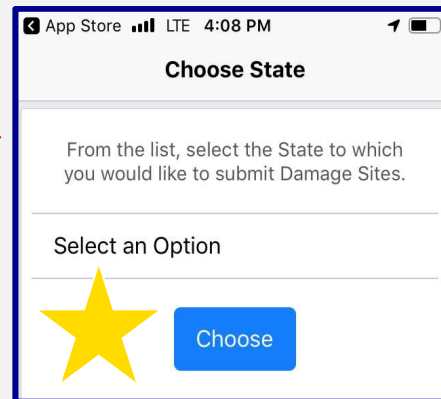
Step 4: Adding New Assessment/Site
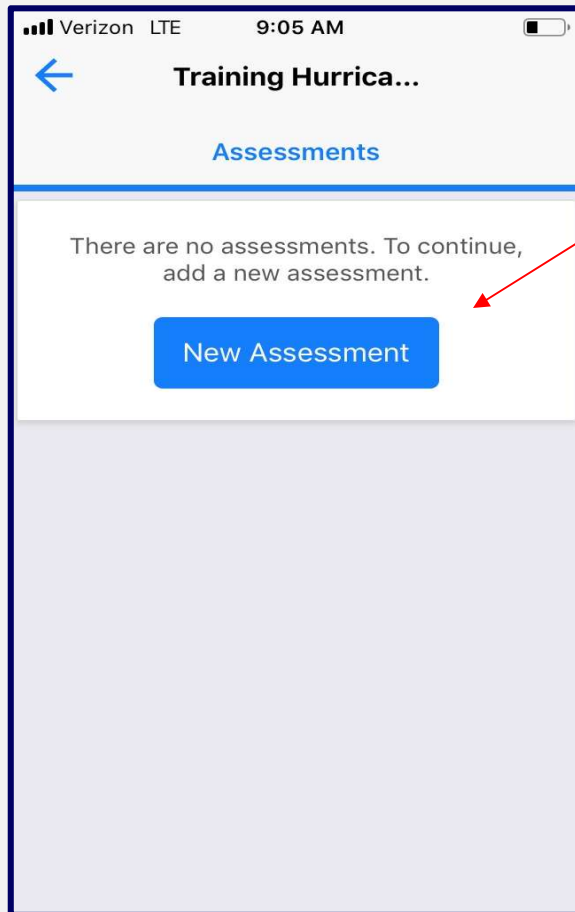
Step 1: Select "New Assessment"
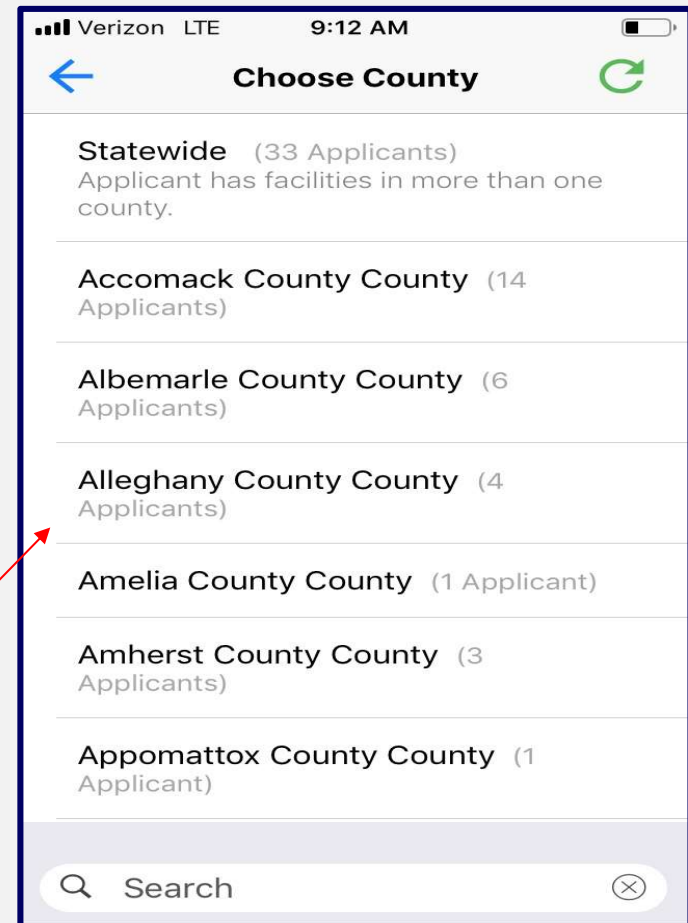
Training Hurrica...

Assessments

There are no assessments. To continue, add a new assessment.

New Assessment

Choose County

Statewide (33 Applicants)
Applicant has facilities in more than one county.

Accomack County County (14 Applicants)

Albemarle County County (6 Applicants)

Alleghany County County (4 Applicants)

Amelia County County (1 Applicant)

Amherst County County (3 Applicants)

Appomattox County County (1 Applicant)

Search

Step 2: Select your County or choose Statewide, if applicable (State agencies, Electric Coop, etc.)

Step 4: Adding New Assessment/Site

Step 3: Select **"New Site"**
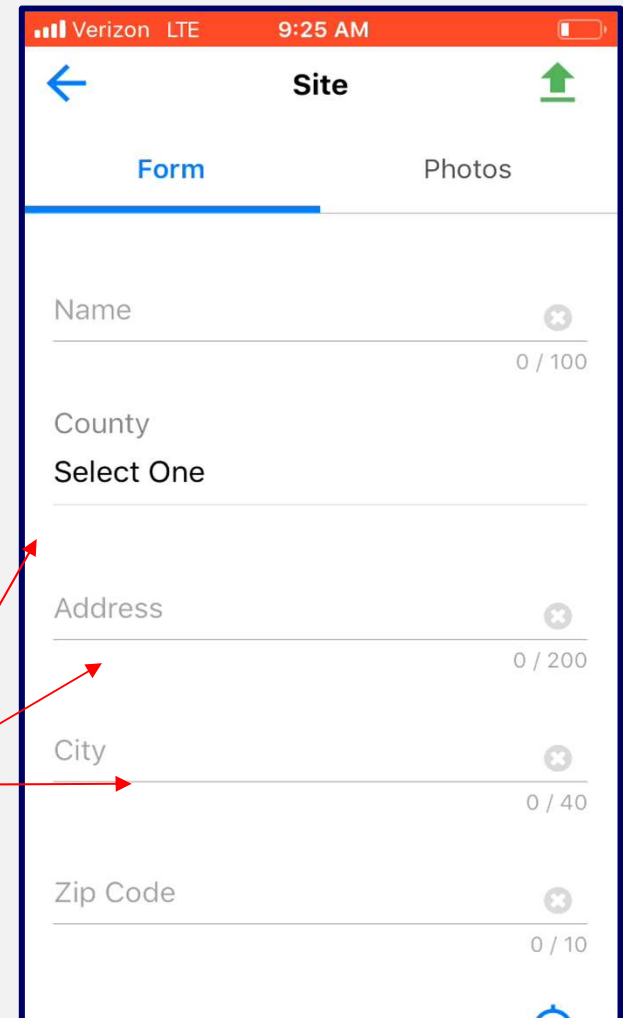
Step 4: Enter as much information as you can for each field. See video for a brief overview of sections.

WOO HOO!

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Adding site by Category: A

Debris Removal

The site name should be a naming convention that makes it easy for you and VDEM to track: (examples below)	
VEGETATIVE	CONSTRUCTION
SAND	MUD
GRAVEL/ROCKS	VEHICLE/VESSEL WRECKAGE
PRIVATE PROPERTY (PRIOR APPROVAL REQ)	DEMOLITION etc

A quick and easy way to estimate the height (H): stand next to the pile!

CY (cubic yard)= (L x W x H)/ 27

Conversion factors
Construction/demolition: 1 ton= 2 CY
Mixed debris: 1 ton= 4 CY
Vegetative debris:
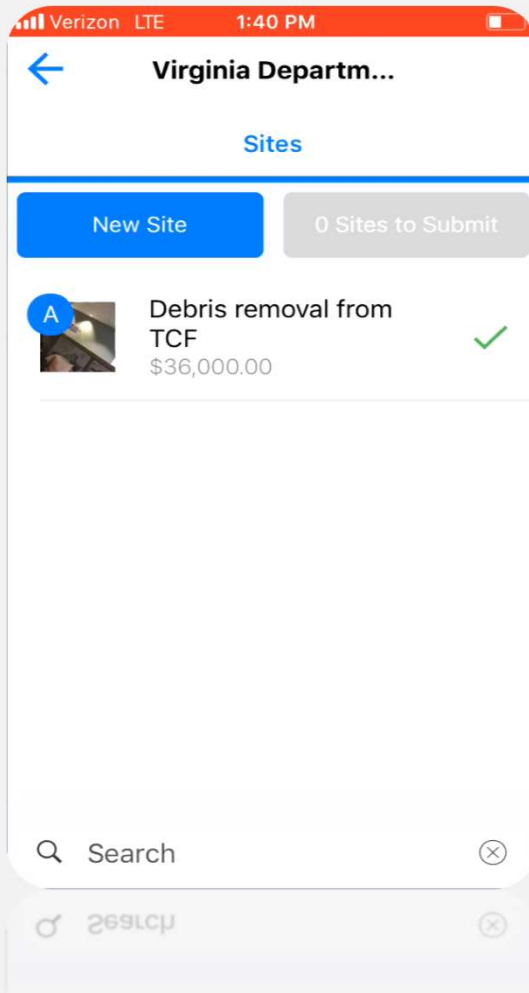   Hardwoods: 1 ton= 4 CY
      Softwoods: 1 ton= 6 CY

Fill in as much information as possible within each field. Remember, even though you cannot edit the site from the mobile app once you have submitted, you will be able to remove/add to from your computer if needed.

Verizon LTE   11:47 AM

Site

Form   Photos

Name

0 / 100

County
Select One

Adding site by Category: B

Emergency Protective Measures

The site name should be a naming convention that makes it easy for you and VDEM to track: (examples below)	
PRE-POSITIONING OF RESOURCES	EVACUATION/SHELTER
EOC	FIRE/EMS
GENERATOR	DISSEMINATION OF INFORMATION
SAR	DEMOLITION etc

•https://www.fema.gov/media-library/assets/documents/111781

Fill in as much information as possible within each field. Remember, even though you cannot edit the site from the mobile app once you have submitted, you will be able to remove/add to from your computer if needed.
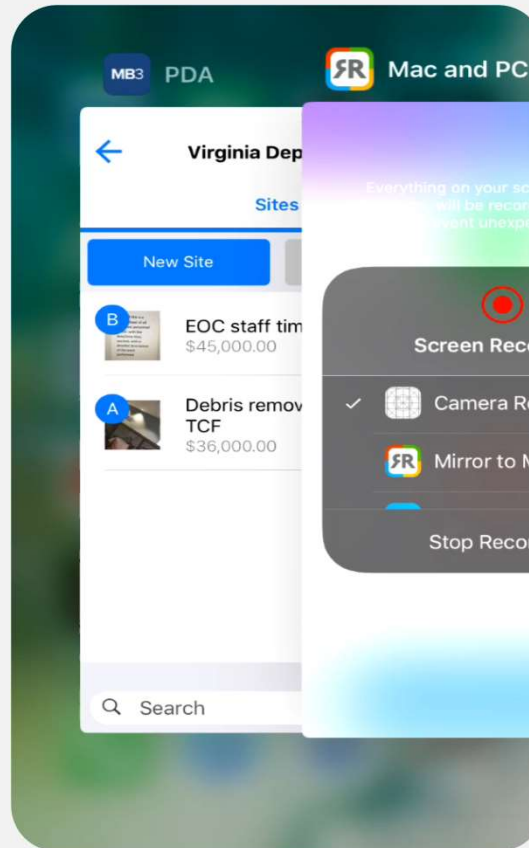
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Adding site by Category: C-G

Permanent work (Categories C-G) is work required to restore a facility to its pre-disaster design and function.

➢ Cat C- Roads/bridges

➢ Cat D- Water control facilities

➢ Cat E- Buildings/Equipment

➢ Cat F- Utilities

➢ Cat G- Parks, recreational, and other facilities

- When adding permanent work sites, process is the same as Cat A/B with the additional option to choose whether or not Hazard Mitigation (406) applies. As seen in video, if 406 could/does apply, simply select the option. No additional information is required at the time of site submission.
- Once all sites have been submitted, exit the assessment by selecting the blue arrow on the upper left side of the screen.
- From there, you will see the main menu where the "**Logout**" option is given.

Step 5: Review Assessment/Sites

Log into VirginiaPA.org from your desktop using your credentials.

From **My Home**, you will see a list of all open grants attached to you as an Applicant user. Select the applicable event from the list or type the event in **Quick Search** bar. (Hurricane Cora is used for training purposes).

Step 5: Review Assessment/Sites

Select **Damage Sites** from the **Accounts** drop down menu

The damage sites (previously entered under the damage assessment from your mobile device) will be listed after selecting **Damage Sites**. Select a site to review to proceed to the next screen.

Step 5: Review Assessment/Sites

Within the site selected, you have the option to edit any section, **Delete** the site or **Create another damage site**. Remember to click **Save** when finished.

Select **Back to damage assessment** after review/edit of site is complete.

Same Cat A site but from desktop version

Virginia Public Assistance PDA Summary of damages for potential Sub-grantee:

Damage sites are rolled up into a Preliminary Damage Assessment (PDA) report, as shown above. Sites entered under each damage assessment will populate their respective categories. Example: Cat B with an estimated total cost of $45,000.00.

After selecting "**Back to damage assessment**" from the previous screen, you will be directed to the Summary page of the assessment. All sites previously entered (for that specific event) from your mobile device/app will be listed in the summary.

To locate PDA Summary, select "**Category of work breakdown**" from the "**Damage Sites**" tab on the left hand side of the screen.

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That's it! What did you think?

Questions?
Comments?